



**THE
CLIMATE
TRUST**

Job Announcement

Title: Project Research Intern

Reports to: Program Coordinator

Status: Temporary Part Time Position

Posting Date: May 12, 2016

Application Deadline: Until Filled

POSITION SUMMARY

The Climate Trust, a quickly growing non-profit, based in Portland, OR, is a national leader in the development and promotion of high quality greenhouse gas offset projects (www.climatetrust.org). We are a small organization on the edge of big things. Can you help us make it happen?

The Trust is seeking a motivated go-getter to help us take our project tracking to the next level through research, data sleuthing, and spreadsheet mojo.

PRIMARY RESPONSIBILITIES

Gather, review and organize historical data on Climate Trust Projects

- Review historical project paperwork and scan, name and file pertinent documents to cloud server, and ensure all files are complete
- Complete a post-mortem analysis for completed projects, completion evaluation template, and present to the team
- Use gathered data to populate fields in Salesforce
- Record project lifecycle data from contract execution, offset deliveries, payment, to eventual completion or termination for upload into registry database

DELIVERABLES

- A post mortem analysis of a few key completed projects
- An organized system for electronic storage of project files
- Complete data files for CRM upload

QUALIFICATIONS

Required

- Some college education or higher
- Detail oriented research skills

Preferred

- Interest in carbon markets and their history

Invest with purpose.

- Experience with Salesforce a plus

LEARNING OUTCOMES

- Gain knowledge of carbon reduction projects
- Experience with Salesforce data entry

COMPENSATION

This internship will pay \$15/hour

HOW TO APPLY

Please email a resume and cover letter to jobs@climatetrust.org. Please include the position title in the subject line.

No phone calls please. Applications without a cover letter will not be accepted.

The Climate Trust is an equal opportunity employer.